

City of Long Beach

Municipal Civil Service Commission

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(516) 705-7214

OPEN COMPETITIVE EXAMINATION

#62051

POLICE OFFICER

CITY OF LONG BEACH

***PERSONNEL CHOSEN FOR MERIT AND FITNESS WITHOUT REGARD
TO RACE, CREED, COLOR OR NATIONAL ORIGIN***

EXAMINATION DATE: Saturday, November 14, 2015

FILING PERIOD: The filing period for applications begins on August 13, 2015. Applications must be ***physically*** received by the Civil Service office by October 13, 2015 by 5:00 p.m. Applications received after 5:00 p.m. on October 13, 2015, even if postmarked prior to the date/time, will not be accepted. Applications submitted before the official filing date will not be accepted.

EXAM LOCATION: To be announced.

VACANCY: The list established from this exam can be used to fill any current or anticipated vacancies in the City of Long Beach Police Department.

APPLICATION PROCESSING FEE: A **nonrefundable application processing fee of \$100.00 is required for this examination, and such fee must accompany your application.** Such fee is computed pursuant to Article 4, Section 50, Subdivision 5 and Article 2, Section 23, Subdivision 2 of the Civil Service Law. Fees must be paid by personal check, cashier's check or money order, made payable to the "City of Long Beach" at the time the application is submitted. Write the examination number and the applicant's name on the payment. Cash will not be accepted. An additional administrative charge of \$25.00 will be assessed for all checks returned due to insufficient funds. Additionally, you may apply in person and pay the application processing fee with a credit card (Visa or MasterCard). **The application processing fee may be waived upon completion of a fee waiver request and certification form which can be found online at <http://www.longbeachny.gov/jobs>.** You should carefully review the announced Minimum Qualifications. If an application is disapproved, the application processing fee will not be refunded.

NOTE: The burden of establishing qualifications to the satisfaction of the Commission shall be upon the applicant. You must clearly describe on your application or resume exactly how you meet the minimum qualifications for this examination.

ELIGIBLE LIST

Every candidate who attains a passing score in an examination as a whole and who meets the standards prescribed, if any, for separate subjects or parts of subjects of the examination shall be eligible for appointment to the position for which he/she was examined and his/her name shall be entered on the eligible list in the order of his/her final rating; but if two or more eligibles receive the same final rating, they shall be ranked in accordance with such uniform, impartial procedure as prescribed by the Commission. Appointments from an eligible list must be made from the three highest standing candidates willing to accept appointment. The duration of the eligible list shall be not less than one or more than four years.

RESIDENCY REQUIREMENT TO TAKE THE WRITTEN EXAM

Candidates must be legal residents of Nassau County or one of the contiguous counties of Suffolk, Queens, Kings, Bronx, Richmond, New York or Westchester for at least one (1) month immediately preceding the date of the written examination. You **must** submit one (1) of the following documents with your application as proof of residency:

- Recent utility bill (electric, water, gas, etc.)
- Recent phone bill (land line only)
- Recent mortgage bill
- Recent rent bill or lease and a copy of proof of latest month's payment
- Recent property or school tax bill.

DOMICILE REQUIREMENT

Any person employed or appointed to any job or as an officer within the city of Long Beach shall be a domiciliary within a fifty (50) mile radius of the City of Long Beach and within the State of New York on the date such employment or appointment commences or shall become a domiciliary within ninety (90) days thereafter and shall remain a domiciliary within a fifty (50) mile radius of the City of Long Beach and within the State of New York continuously for the duration of employment or appointment.

Domicile is defined as the dwelling in which a person has a true, fixed, permanent and principal home in which such person lives with the intention of making it a permanent home.

PREFERENCE IN CERTIFICATION FOR LONG BEACH RESIDENTS

Preference in certification for appointment may be given to successful candidates who have been residents of the City of Long Beach. When preference in certification is given to residents of a municipality pursuant to subdivision 4-a of Section 23 of the Civil Service Law, an eligible must have been a resident of such municipality **for at least one (1) month prior to the date of certification** in order to be included in a certification as a resident of such municipality and must be a resident of such municipality at the time of appointment.

YOUR LEGAL ADDRESS, AS INDICATED ON YOUR APPLICATION, WILL BE THE DECIDING FACTOR IN DETERMINING YOUR ELIGIBILITY FOR RESIDENTIAL PREFERENCE. THEREFORE, YOU ARE RESPONSIBLE FOR NOTIFYING THE CIVIL SERVICE OFFICE OF ANY ADDRESS CHANGES.

DUTIES

A Police Officer has personal responsibility for maintaining the public welfare through the protection of lives and property and by enforcement of all laws and ordinances in the area assigned. This is a position of civic responsibility, demanding high level character, sound judgment, and self-reliance; performs related duties as required.

MINIMUM QUALIFICATIONS: Candidates must meet the following requirements **prior to the date of examination:**

Graduation from high school or possession of a high school equivalency diploma and either:

- a) Successful completion of thirty (30) credits from a regionally accredited or New York State registered college or university; or
- b) Completion of two (2) years of active military service with an honorable discharge; or
- c) Possession of an equivalent combination of (a) and (b).

SPECIAL REQUIREMENTS

At the time of appointment, candidates must possess sixty (60) credits from a regionally accredited or New York State registered college or university.

Minimum Age for Appointment as a Police Officer: According to New York State law appointment as a Police Officer only begins when the candidate reaches their 20th birthday. Individuals who do not satisfy such limitations will be restricted from appointment, but will become eligible if the limitations change to include their age.

Maximum Age for Participation in the Examination: Candidates who reach their 35th birthday on or before the date of the written examination are not qualified except as follows.* Candidates may have a period of military duty or terminal leave up to six years, as defined in Section 243 (10-a) of the Military Law, deducted from their age for purposes of determining whether they meet the age requirement.

*Section 58.1(a) of the Civil Service Law requires that applicants not be “more than thirty-five (35) years of age as of the date when the applicant takes the written examination.” Candidates who may be impacted by the maximum age requirement and who are requesting an alternate test date (for active military duty, Sabbath observance or for an alternate test date situation which meets the conditions of the agency’s alternate test date policy) are advised to contact the Long Beach Civil Service Commission to discuss their request.

Driver’s License: Candidates must possess a valid New York State Driver’s license at time of examination and throughout employment. You **must** submit a copy of your valid New York State Driver’s license with your application.

NOTES

- **U.S. Citizenship is required at the time of appointment.** It is not necessary for admission to the examination.
- Candidates will be required to provide their Birth Certificate and New York State Driver’s License before the time of appointment. Candidates will also be required to provide supporting documentation to prove that the minimum qualifications were met prior to the last filing date for this examination.
- Candidates must meet the physical fitness requirements prescribed by the Municipal Police Training Council pursuant to the provisions of Section 828 of the executive law.
- A criminal conviction may, under certain circumstances act as a bar to employment.
- If offered employment, you will be subject to the City of Long Beach fingerprinting policy under which your appointment may be conditioned on the results of a fingerprinting investigation.
- **The burden of establishing qualifications to the satisfaction of the Long Beach Civil Service Commission shall be upon the applicant.**

SUBJECTS OF EXAMINATION

A written test designed to evaluate knowledge, skills and /or abilities in the following areas:

1. **Applying written information (rules, regulations, policies, procedures, directives, etc.) in police situations** – these questions test for the ability to apply written rules in given situations similar to those typically experienced by police officers.
2. **Memory for facts and information** – these questions test for the ability to remember facts and information presented in written form. You will be given 5 minutes to read and study the information in the Memory Booklet. After the 5-minute period, the Memory Booklet will be taken away. You will then be required to answer questions about the material that was presented in the Memory Booklet.
3. **Reading, understanding and interpreting written information** – these questions test for the ability to read, understand, and interpret the kinds of written information that police officers are required to read during their formal training period and on the job.
4. **Preparing written material in a police setting** – these questions test for the ability to prepare the types of reports that police officers write. You will be presented with a page of notes followed by several questions. Each question will consist of four restatements of the information given in the notes. From each set of four, you must choose the version that presents the information most clearly and accurately.

NOTE: The use of calculators or any device containing a calculator is **PROHIBITED**.

A Guide for the Written Test for Police Entrance is available at the New York State website: www.cs.ny.gov/testing/localtestguides.cfm Candidates not having access to a computer or the internet may request copy of the test guide from the municipal civil service office conducting this examination using the contact information found elsewhere on this announcement.

P.E.R.C STATEMENT

The rating key for this examination will be established by the New York State Civil Service Commission prior to the date of the test, upon recommendation of a committee of police experts who will review all the questions for appropriateness and the key answers for correctness. There will be no review of the questions by candidates. This committee was selected with the assistance and endorsement of the Police Conference of New York, Inc., the New York State Association of PBA's, Inc., and the New York State Association of Chiefs of Police, Inc.

QUALIFYING PHYSICAL FITNESS TEST

Candidates may be called to the physical agility test only if they passed the written test.

Candidates will be called to take the physical agility test in the order of the scores they achieved on the written test. The Long Beach Civil Service Commission reserves the right to give the physical agility test to only as many candidates as are needed to fill vacancies. The Municipal Police Training Council adopted the physical fitness-screening test based on the model formulated by the Cooper institute of Aerobics Research.

A copy of the Municipal Police Training Council Standards are available online at http://criminaljustice.state.ny.us/legalservices/mptc_reqs.htm and can also be found on the official City of Long Beach website.

QUALIFYING PHYSICAL FITNESS TEST (continued)

The three elements measured in the qualifying physical fitness test are muscular endurance, absolute strength and cardiovascular capacity. Candidates must pass each section in order to proceed to the next section. The 1.5 mile run will only be administered to such individuals who have successfully completed each of the other two elements of the test (sit-up and push-up). Candidates will be allowed up to three minutes of rest between stations. The following is a brief description of the physical fitness test:

1. **Sit Up:** The requirement is for a number of bent-leg sit-ups to be performed in one minute. Numbers vary according to gender and age (see chart below).
2. **Push Up:** This test measures muscular endurance of the upper body (anterior deltoid, pectorals major and triceps). The candidate must complete this section repeatedly without breaks. The number of push ups each candidate must complete varies according to gender and age shown on the chart below.
3. **1.5 Mile run:** This will only be administered after the successful completion the first two sections. The candidate is to complete this section in the varying times according to age and gender indicated on the chart below.

AGE	MALE			FEMALE		
	SIT-UP	PUSH-UP	1.5 MI RUN	SIT-UP	PUSH-UP	1.5 MI RUN
20-29	38	29	12:38	32	15	14:50
30-39	35	24	12:58	25	11	15:43
40-49	29	18	13:50	20	9	16:31

Failure on a section of the qualifying physical test will result in the removal of your name from further consideration for appointment. Should a candidate take the Physical Agility Test and receive a passing grade, that grade is effective for one year. Candidates must retake the Physical Agility in order to be appointed beyond the one year point.

MEDICAL/PSYCHOLOGICAL REVIEW

Candidates who successfully complete the physical fitness screening elements as well as other relevant pre-offer conditions (which may include psychological screening) shall undergo a medical review and a psychological review conducted by a qualified physician or practitioner. Such medical review shall be conducted only after a conditional offer of employment has been given to the candidate. All candidates must be found physically able, with or without reasonable accommodations, to perform the essential job functions of an entry-level police officer. If you fail to pass the medical or psychological review your offer of employment may be rescinded.

Candidates should also be aware that an offer of employment as a Police Officer may be contingent on participation in and passing of a substance abuse test designated by the Appointing Authority, and there after will be required to participate in such testing prior to appointment and on a periodic basis during the probationary period after appointment. Evidence of substance abuse may lead to your offer of employment being rescinded or termination from employment.

BACKGROUND INVESTIGATION

Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may lead to your offer of employment being rescinded.

CROSS FILERS/MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY

Local to Local Cross Filers: If you have applied for any other civil service examinations with any other local government jurisdiction, excluding New York City, to be given on the same test date you must notify in writing each civil service agency to make arrangements to take all the examinations at one test site. You must make your request for these arrangements no later than two (2) weeks before the date of the examinations. You must notify all local government civil service agencies with whom you have filed an application of the test site at which you wish to take your examination.

State to Local Cross Filers: If you have applied for both State and local government examinations you must notify this office in writing of your intent to take both a State and local government examination. When taking both a State and a local government examination you will be required to take all your examinations at a State examination center. You will be advised by letter when and where to report for your examinations.

VETERAN'S CREDITS

Veterans or disabled veterans who wish to establish eligibility for additional credits must complete the applicable section of the examination application. At any time between the date of the application for examination and the date of the establishment of the resulting eligible list, you must submit photocopies of separation papers (i.e. Form DD-214, WDAGO, or NAVPERS-553) and a copy of the discharge. Veteran's credits can only be added to a passing score on the examination. Effective January 1, 1998, the State Constitution was amended to permit a candidate currently in the armed forces to apply for and be conditionally granted veteran's credits in examinations. Any candidate who applies for such credit must provide proof of military status to receive additional credit. No credit may be granted after the establishment of the list. It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war as defined in Section 85 of the Civil Service Law and that the candidate either received an honorable discharge or was released under honorable conditions in order to be certified at a score including the veteran's credit. See "**Requirements for Special Rights for Veterans**" on our website for details regarding the use of these credits.

CHILDREN OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY

In conformance with section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

RELIGIOUS OBSERVERS / MILITARY MEMBERS / ALTERNATE TEST DATES

Applicants whose religious beliefs or military service prevent their taking examinations on the scheduled date and Candidates who are called to military service after filing an application should send requests for an alternate test date to the Long Beach Civil Service Commission as soon as possible before the test date. If you apply for an examination during the filing period but are on active military duty on the date the examination is scheduled, you may request a military makeup examination. Contact the Long Beach Civil Service Commission (516) 705-7214 for more information. If you are on active duty or discharged after the filing period has begun, you may apply for the examination up to ten days before the test date.

Alternate test dates may be arranged upon review of the circumstances according to the Alternate Test Date Policy established by this department. Under specific circumstances an alternate test date may be arranged. Your request for an alternate test date must be made in writing at the time of application (see the examination application for specific requirements). If an emergency prevents you from appearing for the examination, please notify this office no later than 5 p.m. on the Monday following the test date (Tuesday if Monday is a holiday) providing verifiable documentation of the reason. A determination will be made if you will be scheduled for an alternate test date.

CANDIDATES WITH DISABILITIES

Candidates with disabilities may apply for special testing accommodations by completing Question #9 on the application and by providing supporting medical documentation.

APPLICATIONS / GENERAL INFORMATION / INSTRUCTIONS

This announcement and an application can be downloaded from the City's website <http://www.longbeachny.gov/jobs>.

FILING DATES: **FROM:** **August 13, 2015**
 THRU: **October 13, 2015, 5:00 p.m.**

MAIL/BRING THE COMPLETED APPLICATION AND APPLICATION PROCESSING FEE TO:

**City of Long Beach
Civil Service Office, Room 504
1 West Chester Street
Long Beach, NY 11561**

ADMISSION NOTICES

If you have not received your notice to appear for the written test by **November 6, 2015** you must contact the Civil Service Office (516) 705-7214.

GENERAL APPLICATION INFORMATION:

- NO APPLICATIONS WILL BE ACCEPTED BEFORE OR AFTER THE ADVERTISED FILING PERIOD. Applications must be physically received by the Civil Service office by the date/time stated. Applications received after the stated date/time, even if postmarked prior to the date/time, will not be accepted.
- Applications must contain the correct examination number and title in order to be considered
- This announcement and an application can be downloaded from the City's website www.longbeachny.gov/jobs
- This office does not acknowledge receipt of applications and does not accept responsibility for non-delivery or postal delay.
- Answer all questions on the application. Failure to answer all questions will result in a delay in the processing of your application.
- All statements made are subject to verification. Inquiries may be made as to character and qualifications.
- It is your responsibility to report, in writing, a change of address to the Civil Service office, in order for notification of test results and any other communications to be received by the applicant. Indicate the examination title, number, and date on all correspondence.

THIS EXAMINATION WILL BE PREPARED AND WILL BE RATED IN ACCORDANCE WITH SECTION 23 (2) OF THE CIVIL SERVICE LAW. THE PROVISIONS OF THE NEW YORK STATE CIVIL SERVICE LAW AND THE CITY OF LONG BEACH CIVIL SERVICE RULES AND REGULATIONS DEALING WITH THE PREPARATION AND RATING OF EXAMINATIONS WILL APPLY TO THIS EXAMINATION.

The New York State Human Rights Law prohibits discrimination in employment because of age, race, creed, color, national origin, sex, disability, marital status, or criminal record. Accordingly, nothing in this application form should be viewed as expressing, directly or indirectly, any limitation, specification, or discrimination as to age, race, creed, color, national origin, sex, disability, marital status or criminal record in connection with employment with the City of Long Beach.

Issue Date: August 13, 2015